



CPAC Newsletter

September 2003

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Citizenship Requirement for Employment

As a general rule, an individual must be a citizen in order to be employed in the Federal government. In certain circumstances, however, non-citizens may be hired if approved by the Office of Personnel Management (OPM).

Executive Order 11935, issued September 2, 1976, restricts the employment of non-citizens into competitive service positions. The executive order amended Civil Service Rule VII (5 CFR 7.4) to provide that no person shall be admitted to competitive examination or be given an appointment in the competitive service unless such person is a citizen or national of the United States. Rule VII further provides that the OPM may authorize the appointment of non-citizens to positions in the competitive service in specific cases when necessary to promote

the efficiency of the service. The authority to do so is found in the 5 CFR §338.101, which states that appointments of non-citizens may be made in rare cases under the provisions of §316.601, "appointment without competitive examination in rare cases". Generally, this means that OPM may approve hiring a non-citizen in the absence of qualified citizens. In such cases, the individual is given an excepted appointment under Schedule A, authorized by 5 CFR 213.3102(bb). The employee does not acquire competitive civil service status and may not be promoted or reassigned to another position in the competitive service except under the same conditions under which initially hired: the absence of qualified citizens.

Appointments of non-citizens in those circumstances are always subject to the immigration laws which require employers to hire only individuals who are lawfully admitted for permanent residence or otherwise authorized to be employed.

The requirement for United States citizenship in Executive Order 11935 does not apply to individuals appointed to positions in the excepted service and the Senior Executive Service. Also, the general rule prohibiting hiring non-citizens does not apply to overseas positions. Rule VII (5 CFR 8.4) provides that persons who are not citizens of the United States may be recruited overseas and appointed to overseas positions.

Security Clearance for Sensitivity Changes



When an employee enters a job where a security clearance is not required, and a few years later the position sensitivity changes, most employees sometimes panic. Common questions are; why is this happening, what do I need to do, and why do I have to fill out a condition of employment? First of all, there is no need to panic unless you have developed legal issues in the past couple of years. The steps to filling out the security forms are fairly easy, but yet resistance is still applied by some employees.

First CPAC is notified of the position sensitivity change. The security forms will then be sent out to the employee. After completion the forms are return to the servicing assistant. When the security office has received a copy of the SF86, the organization must submit a waiver request to security, which will allow the employee to continue working that position due to the position sensitivity change (if approved). The employee must then sign and date a condition of employment form. The condition of employment is an agreement form that allows the employee to

perform the job at the current position sensitivity level, before Central Clearance Facility (CCF) grants the security clearance. If the clearance is denied by CCF for any reason, that will cause the employee to be ineligible for the position and removal from federal employment. If the employee chooses not to sign the condition of employment they cannot perform that job until CCF grants their clearance. It's really not a difficult process, but it does get some employees nervous. If you have not performed an illegal act, then you should have no worries.

How to Read an SF-50

Have you ever wondered how to read specific information on your Standard Form 50-B?

Refer to: <http://www.hrsc.osd.mil/sf50/sf50b.htm>
You can click in each block to see a description

of that particular field.

The Work Number

What is The Work Number?
The Work Number is an automated service providing access to the nation's largest multi-employer database of payroll records. This database is used by

individuals who need to verify a person's employment status and sometimes, his or her income as well. Typically, verifications are required when a person applies for a loan, leases an apartment or applies for a

job.

Can anyone use The Work Number?
The Work Number provides verifications of a person's employment and income to:

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- Mortgage companies and other lenders processing loan applications
- Property managers evaluating lease applications
- Government agencies processing social service applications
- Recruiters performing background checks on job applicants

Benefits of This Service

- Easier loan approvals
- Improved Confidentiality
Your HR department is no longer filling your requests for employment or income verification

- Much Faster

Many employers can take a week or more to fill a request for a verification for employment or income. The Work Number can reduce this to minutes.

- Improved Security
You are in control of authorizing the verification of your own data.

• Improved Accuracy

The Work Number does not change the data that your employer provides, and it eliminates the chance of the human error.

Security

When you login to your personal account with The Work Number, you enter a secure area which protects your data using *SSL (Secure Socket Layers) encryption, in addition to secure identifying data like usernames and passwords. Encryption scrambles the information moving between two computers. The only parties who can see the data in a readable format are the sender and intended receiver.

*SSL is an encryption standard that was developed by Netscape Corporation and is based on a public key/private key encryption scheme.

How often is The Work Number database updated?

Each employer whose records make up the database sends data with every pay period.

What's the difference

between online verifications and telephone verifications? The Work Number® web site and IVR (interactive voice response) telephone system can be used interchangeably.

Company codes, salary keys (previously called authorization codes) and reference numbers are the same for each system. That way, employees and verifiers can obtain information from whichever source is convenient for them.

Check out the website at www.theworknumber.com or stop by the Civilian Personnel Advisory Center for a leaflet with this information, phone numbers and website.



CPOCMA Web Updates

Job Aids Updates:
Located at <http://www.cpocma.army.mil/jobaids/index.htm>

Foreign Entitlements / Imminent Danger Pay workaround: CPMS Workaround for terminating imminent danger pay when trying to initiate a second or subsequent iteration has been added to the PR-Workarounds table (no PR number). Linked from the main index under the topic, Foreign Entitlements.

Payroll Interface Training page has been updated with revised modules for routing and timing (including a revision to "Barb's Buckets") and rejects. The payroll interface training page is accessible from the index under the topic, Payroll Interface.

Pay Reconciliation Processing Guide: Instructions for final recon reporting have been

modified. RECONalysis users guide has been modified to remove the change tracking.

Position Build job aid: Draft revised job aid for position build under Oracle 11i has been posted (including a POI workaround). Note, users please test this out and let me know if there are corrections or changes needed. We expect to get more information on the new pieces of the position window from CPMS.

Test Director Problem Reports - CPMS is providing a spreadsheet with open Test Director problem reports under Oracle 11i (to be updated weekly). It is available for downloading on the Problem Reports-Workarounds page.

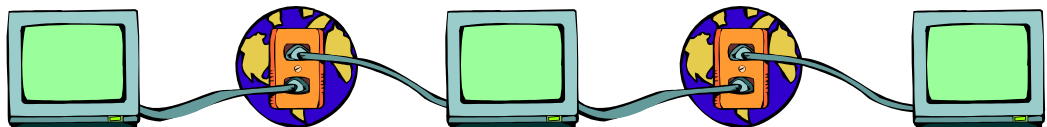
Payroll Interface Training: Located at <http://www.cpocma.army.mil/payroll/training.htm>
Revised Routing and Timing and Payroll Rejects

modules have been posted (and an update to "Barb's Buckets").

HR Accounts: Located at http://www.cpocma.army.mil/hr_accounts.htm

The instructions and forms for requesting accounts for HQDA and Central Site applications are now available on the CPOCMA web site (also includes the somewhat out-of-date but still partially useful Army Application Systems Administration Guide, version 6 -- the account request process and naming conventions in the Requesting Accounts for HR Applications document will be incorporated into the SYSAD guide eventually).

Initial Access to Central Site: Located at <http://www.cpocma.army.mil/oracle11i/index.htm>.



Online DD-214

The National Personnel Records Center has provided the following website for veterans to access their DD-214 online:
<http://vetrecs.archives.gov>. This may be particularly helpful when a veteran needs a copy of his DD-214 for employment purposes. Please see the details below. NPRC initiates online records request procedures: The National Personnel Records Center is working to make it easier for veterans with computers and Internet access to obtain copies of

documents from their military files. Military veterans and the next of kin of deceased former military members may now use a new online military personnel records system to request documents. Other individuals with a need for documents must still complete the Standard Form 180 which can be downloaded from the online web site. The new web-based application was designed to provide better service on these requests by eliminating the records center's mailroom

processing time. Also, because the requester will be asked to supply all information essential for NPRC to process the request, delays that normally occur when NPRC has to ask veterans for additional information will be minimized. Veterans and next of kin may access this application at <http://vetrecs.archives.gov>. Please note there is no requirement to type "www" in front of the web address.

Veteran's Recruitment Appointment (VRA)

On November 7, 2002, Congress passed the Jobs for Veterans Act (Public Law 107-288). The act makes significant changes to the Veterans Readjustment Act, to include changing the title of the Act to "Veterans' Recruitment Appointment" (VRA). The changes were effective immediately upon enactment of the law.

PLEASE NOTE: The public law changes the VRA provisions found in 38 USC 4214. Although there has as yet been no change to 5 CFR Part 307,

Veterans' Readjustment Appointments, the CFR language stems directly from 38 USC 4214. Therefore, any change to title 38 immediately affects the CFR provisions. Until 5 CFR is updated, you should use 38 USC 4214 as the governing reference for VRA..

Under the new law, the following veterans are eligible for a non-competitive VRA appointment:

- Disabled veterans;
- Veterans who served on active duty in the Armed Forces during a war or in a

campaign or expedition for which a campaign badge has been authorized;

- Veterans who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces Service Medal (AFSM) was awarded; and
- Recently separated veterans. Recently separated veterans are defined as those who have separated from active service within the last three years.

These provisions are a

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substantial change from the previous language.

- They provide additional flexibility by eliminating all time restrictions on appointments for veterans in the first three categories, i.e., disabled veterans and those with a campaign badge or AFSM. This means that individuals in the first three categories may be appointed or converted to a VRA appointment without regard to any time limit.

- Length of service requirements have been eliminated for **all** categories of veterans.

- On the other hand, veterans who are not disabled and who do not have a campaign badge or AFSM may only be appointed within the first three years after their most recent separation. This provision not only affects individuals to whom you wish to make an initial appointment, but also affects current VRA appointees whom you may wish to convert to a new appointment. For example- you appoint someone who is eligible only as a "recently separated veteran" 2 ½

years after separation.

This individual may not be converted to a new VRA appointment once an additional six months have passed. Because of this, many individuals currently on the roles under VRA appointments may well not be eligible under the new criteria. Such individuals are, however, continued in their current VRA appointments and are converted to career/ career-conditional appointment at the appropriate time.

Unlike the previous VRA provisions, the new language does not specifically include the provision that the veteran must have been "released from active duty under conditions other than dishonorable." Based on the most recent guidance we have received, this should NOT be interpreted to mean that dishonorably discharged veterans are eligible for VRA appointments. Under title 38, the basic definition of a veteran is someone who has "other than a dishonorable discharge." Therefore, the reasonable conclusion is that the removal of the discharge

language from the VRA provisions is an effort to remove what amounts to a redundancy, rather than a change in requirements.

Other aspects of the VRA remain unchanged. As in the past, the following provisions apply:

- The maximum grade level at which appointments may be made is GS-11;
- Veterans must be "qualified," i.e., able to perform the essential functions of the position with or without reasonable accommodation for a disability;
- Veterans with less than 15 years of education must still receive training or education; and
- After two years of successful employment, appointments must be converted to career conditional.

The "VRA Frequently Asked Questions" information previously under the Staffing Advisory Section on the CPMS website has been deleted for revision, and will re-appear when all appropriate changes have been made.

*"The VRA
Frequently Asked
Questions will re-
appear when all
appropriate
changes have
been made."*



Post 56 - Military Deposit

What is Military Service?

Military service for CSRS and FERS purposes is any honorable active service in the following uniformed services: Army, Navy, Air Force, Marine Corps, and Coast Guard and after June 30, 1960, in the Commissioned Corps of the Public Health Service, and after June 30, 1961, service in the Commissioned Corps of the National Oceanic and Atmospheric Administration and its predecessor agency.

How do I Compute my Military Deposit?

Under the FERS rules, for periods of active duty service prior to 1999, your deposit will equal 3% of your base pay (not allowances) earned during the Post-56 military service. For active duty service performed in 1999, the deposit will be 3.25% of your military base pay earnings. The earliest that interest begins to accrue is 1/1/89 or two years from the date you were first subject to FERS. Interest is compounded annually based on the same rate as for civilian deposits. No interest is charged if you make the deposit, PAID IN FULL, before the first interest accrual date. If you transferred to FERS and have a CSRS component, you continue to be under the CSRS

military deposit rules for service performed before the transfer. Under the CSRS rules, the deposit equals 7% of base pay for periods of service prior to 1999. The deposit equals 7.25% of base pay for periods of service performed during 1999. The earliest interest begins to accrue is 10/1/86 or your third anniversary of entry into a CSRS position (if no CSRS component, interest begins to accrue two years from the date of transfer to FERS; posted the third year).

FERS Employees with a CSRS Component:

If you are not eligible for Social Security at age 62, no deposit is required for the military service performed after 1/1/57. If you are first hired on or after 10/1/82, a deposit IS required regardless if eligible for Social Security.

Catch-62 Example

If you do not make a deposit for your Post-56 service subject to CSRS rules, your annuity will be computed:

- Age at retirement – 55
- Years of service –30 (military & civilian)
- Years of military service –10 (Post-56)
- At age 62, *if eligible for Social Security*, annuity will be re-computed eliminating the 10 years

of Post-56 service.

- With over 10 years of service, the annuity formula uses 2% for each year over 10; therefore, the annuity will lose 2% x 10 (military service) or 20%.

What are the Procedures to make a Military Deposit?

You must complete a RI 20-97, Estimated Earnings During Military Service, and mail it to the appropriate military finance center, identified on the back of the form, with copies of your DD Forms 214. The completed form or letter showing the estimated earnings will be returned to you. Upon receipt of your estimated earnings, complete the personal information as the SF 2803, Application to Make Deposit or Redeposit (CSRS), or SF 3108, Application to Make Service Credit Payment (FERS). Fax or mail the application, with the RI 20-97 and DD Form 214, to ABC-C. ABC-C will receive the package and, in coordination with the CPOC, complete the agency portion of the OPM Form 1514. Applications will be reviewed for accuracy and sent to DFAS. Upon response from your DFAS payroll office, you must

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make arrangements to pay the required deposit.

The total amount due to date is shown in Block 20, on the LES. The interest adjustment is explained in the remarks portion once a year. When your military deposit is paid in full, you will receive two copies of OPM Form 1514. Keep one for your files, as proof of final payment, and give one to your servicing CPOC to file in your OPF.

There are three methods to make a deposit.

1. Lump Sum Payment. Make check payable to DFAS CLEVELAND. The check MUST have "Catch-62 Military Deposit" and your "Social Security Number" written on it. It is recommended that you

staple your check to a copy of any document you've received to help identify your type of payment. Mail check to:

DFAS CLEVELAND
PO Box 998019
Cleveland, OH 44199-8019

NOTE: IT TAKES APPROXIMATELY EIGHT WEEKS, FROM THE DAY IT CLEARS YOUR BANK, TO GET ANY TYPE OF PAYMENT CREDITED TO YOUR MILITARY DEPOSIT ACCOUNT. Until your payment is credited, any interest that is due will be posted and charged. Therefore, plan accordingly.

2. Partial Payments. This is any amount you choose, but must be a

minimum of \$25.00. Follow the instructions in #1 above.

3. Payroll Deductions. This is any amount you choose, but must be a minimum of \$25.00 per pay period. This must be requested, in writing, to the payroll office.

"There are three methods to make a deposit: Lump Sum Payment, Partial Payments, and Payroll Deductions."

Portability Moves - NAF to APF or APF to NAF

Employees who move between DOD NAF and DOD APF positions without a break in service of more than three days receive service credit for annual leave purposes.

Annual, sick, and home leave balances transfer to the gaining employment system; employees may not receive lump sum payment for accumulated/accrued annual leave. (5

U.S.C. 5551(a); 5 U.S.C. 6308 (b), and 6312).



Transition Employment Assistance for Medical/AMEDD (TEAM)

A new program called Transition Employment Assistance for Medical/AMEDD (TEAM) went into effect February 3, 2003, for a test period of six months. We have just learned that an extension was approved for another six months effective 3 August 2003 to 5 February 2004. The goal of TEAM is to assist family members relocating with their sponsors (military members or civilian employees) in con-

tinuing their employment, or in gaining new employment as they accompany their sponsors to new assignments. To be eligible, either the family member or sponsor must be affiliated with the Army Medical Command (MEDCOM) or the Army Medical Department (AMEDD). TEAM will alert supervisors of incoming family members for possible placement. The medical treatment facilities and activities will

receive advance notice of incoming family members. The hiring official may name-request a spouse or family member on the Request for Personnel Action, and if eligible, employee may be placed without competition.

For additional information please contact your servicing CPAC specialist or visit HQ MEDCOM web site at <http://civpers.amedd.army.mil>.

"TEAM will alert supervisors of incoming family members for possible placement."

Family and Medical Leave Act (FLMA)

The FMLA was enacted in 1993, but based on the number of inquiries to Labor-Management-Employee Relations, employees and supervisors are still somewhat unclear as to its requirements and/or provisions. In an attempt to promote better understanding of this Act and to provide clarity of its requirements the following information is provided for your review or, as a refresher.

Who is Entitled or Covered by this Act?
Sections 6381 through 6387 of title 5, United States Code, as added by Title II of the Family and Medical Leave Act 1993

(FMLA) (Public Law 103-3, February 5, 1993), provides covered Federal employees with entitlement to 12 workweeks of unpaid leave during any 12-month period for the following purposes:

- the birth of a son or daughter of the employee and the care of such son or daughter;
- the placement of a son or daughter with the employee for adoption or foster care;
- the care of spouse, son or daughter, or parent of the employee who has a serious health condition; or
- serious health condition of the employee that

makes the employee unable to perform the essential functions of his or her positions.

Under certain conditions, FMLA leave may be taken intermittently, or the employee may work under a work schedule that is reduced by the number of hours of leave taken as family and medical leave. An employee may elect to substitute annual leave and/or sick leave, consistent with current laws and regulations, for any unpaid leave under the FMLA. FMLA leave is in addition to other paid time off available to an employee.

Does this Act protect my

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Job and Benefits:

Upon return from FMLA leave, an employee must be returned to the same position or to an equivalent position with equivalent benefits, pay, status, and other terms and conditions of employment. An employee who takes FMLA leave is entitled to maintain health benefits coverage. An employee may pay the employee's share of the premiums on a current basis or upon return to work.

What do I have to do to Use or Qualify to Use this Act and what kind of Medical Certification is required:

The employee must provide notice of his or her intent to take family and

medical leave not less than 30 days before leave is to begin or as soon as is practicable. An employee may not invoke his or her entitlement to FMLA leave retroactively. If an employee and his personal representative are incapable of invoking the employee's entitlement to FMLA leave during the entire period of absence, the employee may retroactively invoke entitlement to FMLA within 2 days after returning to work.

An agency may request medical certification for FMLA leave taken to care for an employee's spouse, son or daughter, or parent who has a serious health condition or for the serious health condition of the employee. An employee

must provide medical documentation within 15 calendar days. If this is not possible, despite the employee's diligent, good faith efforts, medical certification must be provided within a reasonable period, but no later than 30 calendar days after the date the agency requests such medical certification.

This is a brief summary of your entitlements and responsibilities under the FMLA. Please contact our office for additional information. Please note where bargaining units exists, the provisions of the negotiated agreement applies.

National Security Personnel System

If you would like to read the latest on the National Security Personnel System, DDR&E has provided us with the following information:

The NSPS website can be found at <http://www.cpmns.osd.mil/nsps/index.html>.



Army Referral System Centralization

Army has consolidated all the resumes maintained by the Northeast, Southwest, South Central, North Central, Europe, West and Pacific Civilian Personnel Operations Centers into one central database. This consolidation was completed in May 2003. The Korea CPOC migration will be completed by June 02, 2003. Please read the information below to find out what this means to you as an applicant applying to the Korea CPOC:

One resume will be on file for the centralized regions. There is no need to submit a new resume if you have one on file.

Resumes submitted through the Army Civilian

Resume Builder (<http://cpol.army.mil/> click on Employment, then Army's Resume Builder) will automatically flow into the centralized referral database. This is the fastest way to get a resume into the centralized referral database. If you are applying through the Army Civilian Resume Builder, you no longer need to select the individual CPOC (s) as you do now. To send your resume, click on the "Central Database" button and your resume will be available to all CPOC's.

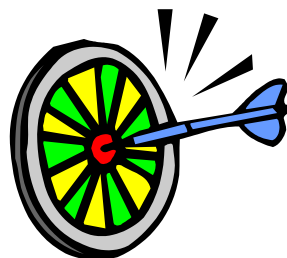
Applicants will submit a new resume after they have accepted a permanent position. This does not apply to temporary promotions or

temporary reassignments.

ANSWER (<http://cpol.army.mil/>) click on Employment, then ANSWER) will be the method for applicant notification. It is the best way to review your most recent resume on file.

The Korea CPOC will join the consolidation in the very near future. Until then, applicants wishing consideration for positions in Korea will click on the Korea button and submit the Korea supplemental data.

For more information about this topic, please go to our Frequently Asked Questions link at http://cpol.army.mil/faqs/faq_resumix.html



Annual Leave

Eligibility

Annual leave is provided by law and accrues automatically to permanent employees and temporary employees who are serving under appointments that exceed 90 days. Temporary employees who are on appointments limited to 90 days or less become entitled to annual leave once they have been

employed **continuously** for 90 days. This entitlement exists regardless of how many successive appointments the employee serves before completing the 90-day waiting period, provided there is no break in service between the appointments. Once s/he completes 90 days, the employee is credited with the leave that accrued to

him or her during that period.

Charges to Leave

The minimum charge for either annual or sick leave is 15 minutes and additional leave is charged in multiples of 15 minutes. Absence in a non-pay status is also charged in multiples of 15 minutes for the actual time absent.

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Supervisors may only charge leave on those days the employee would otherwise work and receive pay. They may not charge either annual or sick leave for absences on holidays or other non workdays unless they have employees who receive additional pay for standby tours of duty. In cases where the employees do not have sufficient annual leave available to cover the leave taken, the excess absence is charged first to leave without pay, compensatory time, if any, and then to leave without pay (LWOP). When employees do not have sufficient sick leave available, the pay system will automatically charge the excess to any annual leave, then to compensatory time, if any, and finally to leave without pay.

When an employee is unavoidably tardy or absent for less than an hour, and the supervisor agrees the reasons are acceptable, s/he may excuse the absence without charge to leave. If the reasons are not acceptable, the supervisor may charge the employee absence without leave (AWOL) or allow the employee to take leave. When the supervisor chooses either of these options, s/he may not require the employee to

perform work for any part of the leave period charged against the leave account.

Accrual

Full-time employees earn 13, 20, or 26 days of annual leave each leave year, depending on their years of service. Employees with less than three years of service earn 13 days each year, employees with between three and 15 years of service earn 20 days each year and employees with 15 or more years of service earn 26 days each year. Part-time employees earn leave on a pro-rated basis. During the first three years, they earn one hour of leave for every 20 hours in a pay status. Between their third and fifteenth year, they earn one hour of leave for every 13 hours in a pay status; and, after their fifteenth year, they earn one hour of leave for every 10 hours in a pay status. Most employees have a maximum accumulation of 30 days each year. Employees who work outside the United States, unless they were hired locally, can accumulate up to 45 days each year. Employees forfeit any leave to the their credit at the end of the leave year that exceeds the limit. Employees can have the leave restored if the forfeiture meets the provisions described in the

next paragraph.

Leave Restoration and Forfeiture

The agency may restore annual leave that would be lost if the agency determines that an exigency (work situation requiring immediate action) of the service exists, if the employee is ill or if the agency makes an administrative error that causes the loss of annual leave otherwise accruable.

Leave restoration in these instances is only possible if the leave was scheduled in advance.

The leave must be scheduled and approved in writing before the start of the third pay period before the end of the leave year. In addition, employees at installations closing or realigning pursuant to the Defense Base Closure and Realignment Act (BRAC) of 1990 will have excess leave restored whether or not such leave was scheduled. When DA closes BRAC designated bases, it is an exigency of the service permitting employees to carry over use-or-lose leave without meeting the criteria for restoration.

Employees must use their restored leave within two years after the end of the calendar year in which the leave is restored unless there is an extended exigency under OPM rules

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as defined in 5 CFR,
Section 630.309.

Annual Leave Accounts Upon Separation

An employee will receive a lump-sum payment for any unused annual leave when s/he separates from federal service or enters active duty and elects to receive a lump-sum payment. At separation, an employee is entitled to payment for all annual leave s/he has earned. This includes the regular carryover balances from the previous year, if any; the current leave year's unused earned leave; and, any unused restored leave that has not reached the two year expiration date. Employees with annual leave that is appropriate for inclusion in separation payments may not use the leave as what is commonly referenced as terminal leave unless

exigencies of the service require such action. Terminal leave is leave used just prior to an employee's departure from the federal government when the supervisor knows the individual will not return to other federal employment. There are exceptions. Some examples are:

1. If the employee is being separated due to reduction-in-force or declination of transfer of function, s/he can use the leave to extend the separation date to attain first eligibility for a retirement annuity and/or for Federal Employees Health Benefit (FEHB) annuitant coverage.
2. If the employee has applied for disability retirement; s/he may use leave.
3. If the employee returns

to work on his/her last administrative workday, s/he may use leave.

4. If the employee takes leave during the final hours of the last day of employment before separation, providing s/he substantially worked the entire final pay period, including part of the last day.

If an employee receives a lump-sum payment and is then re-employed by the government before the end of the period covered by the payment, s/he must refund an amount equal to the gross compensation received for the unexpired portion of the lump sum leave period. This includes pay before deductions of any kind and, if applicable, differentials and allowances received as well.

Grade and Pay Retention

Employees whose grade or pay would otherwise be reduced as a result of an involuntary personnel action or other personnel action determined to be in the best interest of the Government, in some cases may have their grade or pay retained. The Civil Service Reform Act of 1978 (Title VIII of Public Law 95-454) provides that an employee

who is placed in a lower grade as a result of reduction in force procedures or whose position is reduced in grade as a result of reclassification of the position, is entitled to retain for a period of 2 years the grade held immediately before that placement or reduction. It also provides the authority for granting an employee

indefinite pay retention. In addition to specifying criteria and conditions for the application of the grade and pay retention provisions, the law authorizes the Office of Personnel Management to extend the application of these provisions to other individuals and situations to which they would not otherwise apply. Federal

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rules governing the use of retained grade and pay are contained in Title 5, Code of Federal Regulation, Part 536. The Department of Defense, Field Advisory Service (FAS) prepared a guide that prescribes the application of grade and pay retention to General Schedule and Federal Wage System employees within the Department of Defense. The criteria and conditions contained in the FAS Grade and Pay

Retention Reference Guide apply within the Department of the Army. In the section describing actions covered by the grade and pay retention rules, the DoD guidance states that grade and pay retention may be granted, "In other circumstances, as determined by activities, resulting from personnel actions initiated by management to further the agency's mission, to the extent that the intent of applicable law and regulation is met." Within

the Department of the Army, authority to extend grade and pay retention under this provision was delegated to MACOM commanders who may re-delegate it to subordinate appointing officials by HQDA message, DAPE-CPE, dated 171340Z August 1990, subject; Delegation of Grade and Pay Retention Approval Authority. When this authority is exercised, records will be maintained on-site to document the action.

Severance Pay - General Rights and Procedures

Permanent employees who have been employed continuously for at least 12 months and who lose their jobs through no fault of their own generally are entitled to severance pay. This includes employees who are separated in a reduction in force because of abolishment of their positions, or who decline to accompany their positions in a transfer of function to another commuting area. There are some limitations on entitlement to severance pay.

For example, if a separated employee has declined a "reasonable offer (i.e., a position in the same agency, in the same commuting area, of the same tenure and work

schedule, and not more than two grades or pay levels below the employee's current position), the worker usually will not be entitled to severance pay. In addition, an employee who is entitled to an immediate annuity at the time of separation, including a reduced annuity, a disability annuity, or retired pay earned as a member of the uniformed services, is not entitled to severance pay.

For those separating employees who are eligible, the basic severance pay allowance is computed on the basis of the following formula; one week's salary for each year of the first ten years of service, with an

additional two weeks' salary for each year of service beyond ten years. For employees who are over age 40, an age adjustment allowance is added to the basic allowance. This over-40 age adjustment calls for computing 2.5 percent of the basic severance allowance for each full three months of age over age 40. In both computations, full consideration is given to full quarters of a year. Military service is considered creditable service for severance pay purposes when it interrupts civilian service, and the employee returns to civilian service within the period for exercising restoration rights after

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military duty.

The total several pay an employee is eligible to receive is limited to one year's pay at the rate of pay received immediately before separation. This is a lifetime limitation. Therefore, if an employee

becomes eligible to receive severance pay for the second time in his federal career, the worker's severance pay entitlement ends once the sum of the two severance periods reaches 52 weeks. Severance payments are made at a regular pay period

intervals by the agency from which separated. Severance pay received by an employee is subject to deductions for income taxes, Medicare, and Social Security (if the employee was subject to Social Security at the time of separation.)

USAJOBS Feedback

The U.S. Office of Personnel Management (OPM), responding to its request for feedback, has already made it easier to navigate the recently upgraded USAJOBS web site by introducing three new features; a relocated "Veterans" link, updated agency and department search instructions and a new "Frequently-Asked-Questions" section that is updated daily.

"These changes make USAJOBS even more efficient for users to browse and find the career they want, a federal career that is challenging and exciting," said OPM Director Kay Coles James. "I continue to ask for agency and user input, and have tasked our E-Gov staff to respond to this feedback quickly to continue to improve the usajobs.opm.gov website."

USAJOBS continues to enjoy record breaking

numbers of visitors. Since the new website was unveiled, there have been over 2.1 million "unique" visitors (2,132,938 through Thursday, August 14) and almost thirty million page views (29,177,715 through August 14).

James has sent a memorandum to agency chief human capital officers outlining the importance of the presidential initiative Recruitment One-Stop and USAJOBS, and their role in its continuing update.

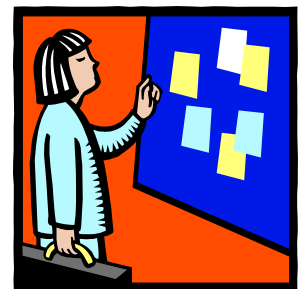
"I want to take this opportunity to highlight the pivotal role that you (council officers) and your feedback have played, and continue to play, in the success of this initiative," said James. "I view this launch as a critical time for you and your agencies to provide your comments, both positive and negative, to me and OPM. We are

committed to making this system work for human resources directors and managers throughout the federal government. We can only do that if we hear from you. Just as we are reviewing user comments, we are equally committed to reviewing agency comments and making adjustments."

The memo acknowledges the huge success OPM has had in reaching out to users, but also asks agency and department Human Capital Officers to "review job descriptions before they are posted to insure they are coherent and informative to job seekers, and to eliminate unnecessary and burdensome requirements that limit jobs to those only and currently in the federal government."

"I am proud to announce that in the first week alone, over 1 million Americans,

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many of whom are currently out of work, have responded to the President's call to public service. This success is the product of the hard work and dedication of public servants across the government," James

writes. "I encourage you to join OPM in our quest to build upon this success by continuing to provide us with honest, straightforward feedback on how USAJOBS can better serve your agency's mission. The ultimate goal is to hire the best and the

brightest to serve America and to make that process take less time. We're working hard to help agencies speed up the hiring process and the USAJOBS site is one component of that."

Non-Appropriated Funded Vacancies

Child & Youth Program Assistant - \$9.24/ hour flex positions at the Child Development Center

Recreation Aid - \$7.00/ hour flex positions at the Community Activities Center (CAC)

Food Service Worker - \$8.65/hour flex positions at the NCI Cafe



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